

Trustees' Annual Report

For the period

From (start date)

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 to end date

2	9	0	2	2	4
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Section A Reference and administration details

Charity name

1st Sunningdale Scout Group					
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Other names the charity is known by

1st Sunningdale Boy Scout Group					
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Registered charity number (if any)

3	0	0	5	1	4
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HQ registration number

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Charity's principal address

Scout Association							
Sandly Lane							
Sunningdale							
Ascot	Postcode	S	L	5	0	N	D

Names of the charity trustees who manage the charity
(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Michael Justin King	Chair	
2	Lady Hilary Crofton	Trustee	
3	Emma Marie Read	Treasurer	12th December 2023
4	Andrea Williamson	Trustee	3rd July 2022
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15			

Names and addresses of advisers (optional information but encouraged as best practice)
(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:
 a) the induction and training of trustees;
 b) trustee' consideration of major risks and the systems and procedures to manage them

The Trustee Board consists of the Chair, Treasurer and 2 Trustees and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.



Section B

Structure, governance and management (continued)

Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. Risks with score 9 or above are detailed:

ID#11 (Score 9) - Places for YP - Insufficient;

Loss of opportunity for YP. Long waiting lists may lead to complaints and disinterest in Scouting; Waiting Lists and non attendance in each section regularly reviewed. Moving up meetings held termly with a leader from each section to review spaces. Where no space available, YP are offered a term out and made a priority ASAP. Section capacities are reviewed and where there are sufficient, trained leaders and with agreement from the DLV numbers are increased. Max limit of 30 regardless.

ID# 12 (Score 9) - Injury and/or reputation damage;

Accident log in kitchen. First Aid kits monitored and checked to ensure well stocked. Some leaders carry a First Aid qualification. All activities to involve a risk assessment before they are carried out. Activity and Nights away system followed; Accident / injury and near miss log to be reviewed at Trustee Board meetings

ID#13 (Score 9) - Injury and/or reputation damage;

All kit inspected when used and damage/faults reported to the QM. If unusable, put to one side until fixed/replaced. All gas appliances checked to comply with manufacturers warranty; Add gas equipment etc to the annual 1st Sunningdale check list to make sure it happens.

ID#14 (Score 9) - Loss of equipment (e.g. minibus, camping equipment etc);

Hut locked and key stored away in key safe when not in use. Minibus has a pedal and wheel security system. CCTV signage in place with cameras as deterrent. Fencing around property monitored for condition. Insurance; Ensure monitoring of who is using the minibus or hut. Reporting suspicious behaviour.

ID#23 (Score 9) - Vulnerable YP

Ensure all leaders are up to date with mandatory & Scouting training. Ensure all leaders have current DBS's plus a yellow and purple card. Ensure all adults/GOH's have current DBS's and a yellow card; Using reports from Compass to check and confirm and follow up in a timely manner when necessary to ensure full compliance

ID#25 (Score 9) - Vulnerable YP. Safeguarding incident:

WApp groups are reviewed termly as YP move sections. OSM and Teams are regularly reviewed to

make sure only current leaders have access;

Risk and Internal Control - Finance and Insurance

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>The objectives of Scout are delivered through structured and planned sessions across the four sections (Squirrels, Beavers, Cubs, Scouts, Explorers) on a weekly basis through term time. This regular sessions are supplemented with additional activites, such as camping events, to provide great opportunity for the growth of the Young People.</p>

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Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Maintained focus on the new hut building efforts to both fund raising and engagement with Parish Council.

Section E Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy
The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £14,000.

The Group held reserves of approximately £13,900 against this at year end. This is approximately the level required for operating expenses.

Quantify and explain any designations

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Details of any funds materially in deficit (circumstances plus steps to eliminate)

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None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

Investment Policy

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.

Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

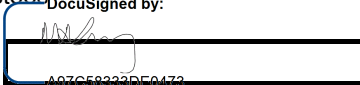
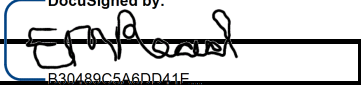
During 2023/24 we intend on achieving and exceeding the £100,000 fund raising target. Exploring alternative options for the New Hut project to alternatives depending on the funding level provided by the Parish Council.

Trustee Board model will be fully in operation, including an under 21 years member of the Board. The Board will be supported by established groups to run wider required activities.

Section G Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

	DocuSigned by: 	DocuSigned by: 
Signature(s)	A07C59333DF0473...	B30489C5A6DD41E
Full name(s)	Michael King	Emma Read
Position (eg Secretary, Chair)	Chair	Treasurer
Date	0 2 0 8 2 4	

Certificate Of Completion

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Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Michael King
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	66 Hudson Boulevard East
	New York, NY 10001
	michael.king@pfizer.com
	IP Address: 168.224.160.14

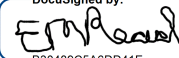
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Signer Events

Emma Read
 treasurer@sunningdalescouts.onmicrosoft.com
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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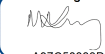
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Michael King
 michael.king@pfizer.com
 Sales Services Category Lead
 Pfizer Inc.
 Security Level: Email, Account Authentication (None)

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Andrea Williamson
 Andrea@sunningdalescouts.onmicrosoft.com
 Security Level: Email, Account Authentication (None)

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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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2. Your responses to all questions throughout the electronic process will be recorded and made part of your electronically signed documents and employment record.
3. You have the option to complete this process using the traditional paper and signature process. You must contact your HR Coordinator, if you wish to sign your documents and agreements in ink. Please note, if you elect to utilize the traditional paper and signature process, it will slow the speed at which we can complete certain steps in the employment or prospective employment process because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices of disclosures.
4. To use this process, you will use the secure link sent to you via your e-mail and the uniquely assigned password. You must keep this login information confidential as it can be used to electronically sign additional documents.

5. You acknowledge it is a violation of Pfizer policy to execute a document with an electronic signature of someone other than yourself, which could result in discipline or non-hire.
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By clicking on the “I agree to use electronic records and signatures.” box, you acknowledge and agree to all of the following:

- I have read and understood the foregoing;
 - I agree to proceed with using my electronic signature to sign personnel related documents and agreements and realize that the personnel-related documents and agreements that I may be asked to sign can affect substantial personal rights;
 - I agree that my electronic signature is the equivalent of a manual signature in signifying my acceptance and agreement to a document or agreement, and that Pfizer may rely on my electronic signature as such in connection with any and all documents and agreements I electronically sign;
 - I agree that my electronic signature in this process will consist of my typed name and my adopted DocuSign signature, which Pfizer will accept as my electronic signature.
 - I acknowledge and agree that I will utilize my Pfizer assigned email to complete the electronic signature process and will notify my HR Coordinator if my Pfizer assigned email should change;
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- I have the necessary hardware/software to complete the process;
 - I acknowledge that Pfizer will process personal information in accordance with Pfizer’s Privacy Policy which can be found at <https://www.pfizer.com/Privacy>.
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 - I agree that in the event I withdraw my consent, any documents or agreements I electronically signed prior to Pfizer receiving notification of my withdrawal will be considered validly executed and the withdrawal of my consent does not apply retroactively;
 - I acknowledge and agree that in the event that any person known to me (whether it be a family member, member of my household, or otherwise) misappropriates any of the security devices connected with my Pfizer login/email/electronic signature account and such misappropriation could not reasonably be detected by Pfizer, Pfizer shall have the right to treat all resulting electronic signatures as though they were affixed by the person whose name is typed below;

- I acknowledge and agree that the individual completing this Electronic Record and Signature Disclosure is the individual whose name appears on the email account associated with this Consent and whose name is typed below.

If you understand, accept and agree to the policies, terms and conditions set out above, then click on the “I agree to use electronic records and signatures.” box to proceed to the next section of the personnel documents and agreements process. By clicking on the “I agree to use electronic records and signatures.” box you understand that your agreement will be recorded as your electronic signature and will be relied upon by Pfizer to the same extent as if you had signed this consent in ink. If you do not understand or accept or agree to the policies, terms and conditions set out above, then select “Other Actions” and then “Decline to Sign” and contact your HR Coordinator to complete documents in ink.

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